

Instructions for the Facility Restoration Reimbursement Worksheet

General Instructions:

This worksheet shall be completed per 401 KAR 42:250 Section 10 to initiate pre-approval and to establish a not-to-exceed amount for facility restoration, including surface material replacement, well abandonment associated with a No Further Action Letter, and other actions related to facility restoration. The following identifies the formulated task rate allowed per task performed. The formulated task rates prescribed in this worksheet shall include facility visits, scheduling, oversight personnel, labor, equipment and material needed in order to perform the listed actions, per 401 KAR 42:250 and the Contractor Cost Outline.

Eligible reimbursement for surface material replacement shall not exceed the cost of replacing the original type and thickness of material removed. Reimbursement shall be limited to a one-time replacement of surface materials.

The initial completion of this worksheet shall be made in accordance with Section 10(1) of 401 KAR 42:250, for the purpose of an obligation request for facility restoration and other costs associated with a No Further Action Letter. Check the "Obligation Request" checkbox at the top of the worksheet, and complete all applicable sections of the worksheet to complete the obligation request.

For surface material replacement of asphalt or concrete and necessary curbing, three bids shall be provided, and each itemized separately, for the square footage of surface material removed during corrective action activities, the replacement of rebar if applicable, and the linear feet of curbing if applicable. Bids must be submitted on the subcontractor's invoice form or letterhead. Enter the total amount of square footage, thickness and rebar cost (if applicable), from each bid, in the space provided in item 6 of the worksheet. The linear feet of replacement curbing shall be included in item 6 if applicable. Photographic verification of the original type and thickness of removed surface material, the presence or absence of rebar, and removed curbing shall be provided with the obligation request.

The worksheet will calculate the 15% contractor markup and will calculate a rate per square foot for each inch of thickness. Information in item 6, from the low bid, shall be entered in item 1(c) or 1(d), as applicable, to finalize the obligation request for surface replacement.

After the completion of facility restoration, complete a new worksheet indicating the actual work completed. Check the "Claim Request" checkbox at the top of the worksheet. If concrete or asphalt is replaced, indicate the type and thickness of the surface material, the actual area replaced. The rate of reimbursement for surface material replacement shall be calculated from the total square footage and thickness using the rate established from the low bid in the obligation request. Attach this worksheet to the Claim Request Form for Actions not Directed by the USTB form, DEP6064.

Include only those costs for site restoration and well abandonment that have not been previously submitted for reimbursement.

A deduction from the submitted claim shall be made to accommodate for the applicable entry level amount specified in KRS 224.60-120, unless previously deducted from prior claim payments.

Actions directed by the cabinet that do not have a formulated task rate listed on this reimbursement worksheet shall be included in item 5 below. The reimbursement of personnel rates and equipment will be reimbursed based upon those tasks and qualifications listed in the Contractor Cost Outline.

Costs related to the repair of subsidence resulting from improper placement of fill material shall not be reimbursable.

General Information

Application Number: Type the Application Number assigned for this occurrence.

Agency Interest Number: Type the Agency Interest number.

Completion of Facility Restoration Worksheet**1. Asphalt/Concrete Replacement.****a. Mobilization and Demobilization of Oversight Personnel to the Regulated Facility.**

Enter the round trip mileage, per day, for the personnel providing oversight from the eligible company or partnership's office to the regulated facility, if there is no overnight stay charged.

b. Per Diem. Enter the number of overnight stays for personnel providing oversight and submit copies of hotel receipts and time sheets, with the claim submittal, to support the overnight stay with the worksheet, if applicable.**c. Asphalt Replacement.** For the obligation request, enter the low bid information from item 6 (as applicable).

For the claim submittal, enter the square footage of actual asphalt replacement covering the area of removed surface material associated with corrective action activities. Enter the amount approved, per square foot, established in the obligation approval. Enter the thickness of the asphalt replaced.

If curbing is being replaced, enter the linear feet of curbing replaced. Enter the rate established in the obligation approval for each linear foot. Provide a map to scale showing the dimensions of the asphalt replacement area, along with photos showing the before and after replacement as an attachment to this reimbursement worksheet.

d. Concrete Replacement. For the obligation request, enter the low bid information from item 6 (as applicable).

For the claim submittal, enter the square footage of concrete replacement covering the area of removed surface material associated with corrective action activities. Enter the amount approved, per square foot, established in the obligation approval. Enter the thickness of the concrete replaced.

If rebar was initially used and is being replaced, enter the cost of the rebar as indicated in the lowest bid from item 6. Provide a map to scale showing the dimensions of the concrete replacement area, along with photos showing the before and after replacement as an attachment to this reimbursement worksheet.

If curbing is being replaced, enter the linear feet of curbing replaced. Enter the rate established in the obligation approval for each linear foot. Provide a map to scale showing the dimensions of the concrete replacement area, along with photos showing the before and after replacement as an attachment to this reimbursement worksheet.

e. Oversight. Enter the square footage of the asphalt/concrete replaced.**f. Reseeding.** Enter the square footage associated with reseeding. For an area over 43,560 square feet (1 acre), add the additional square footage. Provide a map to scale showing the dimensions of the area reseeded, along with photos depicting the reseeded area as an attachment to this reimbursement worksheet.**2. Well Decommissioning.****a. Mobilization and Demobilization of Heavy Equipment and Oversight Personnel to the Regulated Facility.** Enter the round trip mileage for heavy equipment from the nearest Eligible Company or Partnership's office. Enter the round trip mileage for the personnel

providing oversight from the Eligible Company or Partnership's office to the regulated facility per day if there is no overnight stay charged.

- b. **Per Diem.** Enter the number of overnight stays for personnel providing oversight and submit copies of hotel receipts and time sheets to support the overnight stay with the worksheet, if applicable. Per diem reimbursement for non-supervisory personnel has been integrated into the formulated task rate established.
 - c. **Well Decommissioning.** Enter the number of wells decommissioned. Submit a copy of the Well Plugging Record submitted to the Division of Water for each well decommissioned. If the well being decommissioned is over 30 feet in depth, include the additional footage beyond the 30 feet.
 - 3. **Transportation and Disposal of Drummed Waste, Purged Water or Soil Cuttings.**
 - a. **Transportation.** Enter the number of drums transported. This shall correspond with the number of drums included on the waste manifest(s) submitted.
 - b. **Disposal.** Enter the number of drums disposed. Include the waste manifest(s) from the actual disposal facility as an attachment. This number shall correspond with the number of drums listed on the waste manifest(s) from the disposal facility.
 - 4. **Transportation and Disposal or Treatment of Purged Water via Poly Tank.**
 - a. **Transportation.** Enter the number of gallons transported. This shall correspond with the number of gallons included on the waste manifest(s) submitted.
 - b. **Disposal or Treatment.** Enter the number of gallons disposed or treated at a permitted facility. This number shall correspond with the number of gallons listed on the waste manifest(s) from the permitted facility.
 - 5. **Other Costs.** For other costs associated with site restoration that do not fall within the listed formulated task rates, which were pre-approved in writing, an invoice shall be submitted which itemizes the actual cost of the work performed. Backup documentation shall be submitted to support the hours of the personnel performing the work and the equipment used to complete the work.
 - 6. **Obligation Request for Facility Restoration Costs.** For surface material replacement of asphalt or concrete and necessary curbing, three bids shall be provided, and each itemized separately, for the square footage of surface material removed during corrective action activities, the replacement of rebar if applicable, and the linear feet of curbing if applicable. Bids must be submitted on the subcontractor's invoice form or letterhead. Enter the total amount of square footage, thickness and rebar cost (if applicable), from each bid, in the space provided in item 6 of the worksheet. The linear feet of replacement curbing shall be included in item 6 if applicable. Photographic verification of the original type and thickness of removed surface material, the presence or absence of rebar, and removed curbing shall be provided with the obligation request.
- The worksheet will calculate the 15% contractor markup and will calculate a rate per square foot for each inch of thickness. Information in item 6, from the low bid, shall be entered in item 1(c) or 1(d), as applicable, to finalize the obligation request for surface replacement.